

Department of Health School Immunization Assessment Online Application System

User Manual

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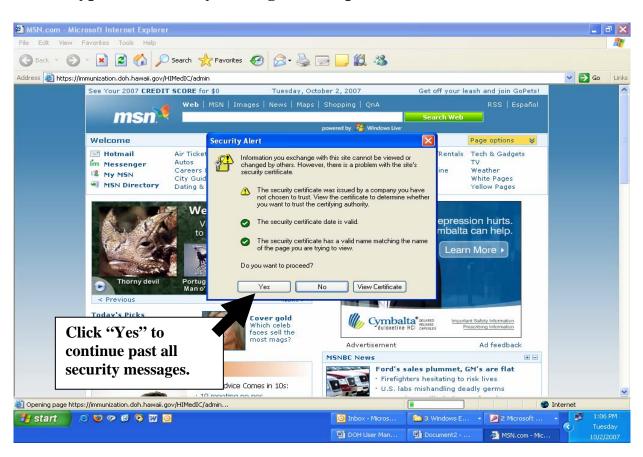
1. Description

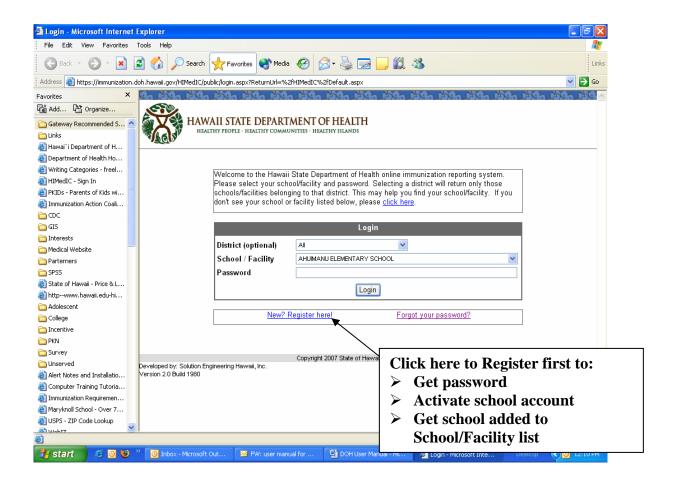
The newly revised School Immunization Assessment Online Application System is a web-based system that will accelerate the school immunization reporting process and improve the quality of the submitted data. This system will also allow users to order forms, view a history of their orders, and submit required Department of Health (DOH) reports with ease. The application, originally developed in 2004, has been completely revamped to provide easier to understand screens and tools for the schools. In addition, new user tools have been provided to make report submissions easier and more accurate.

2. Registration for New and First Time Users

Before using the newly revised School Immunization Assessment Online Application System for the first time, all schools <u>must</u> register first. Simply go to the following webpage to begin: https://immunization.doh.hawaii.gov/HIMedIC.

Please bypass all security messages (example shown below)



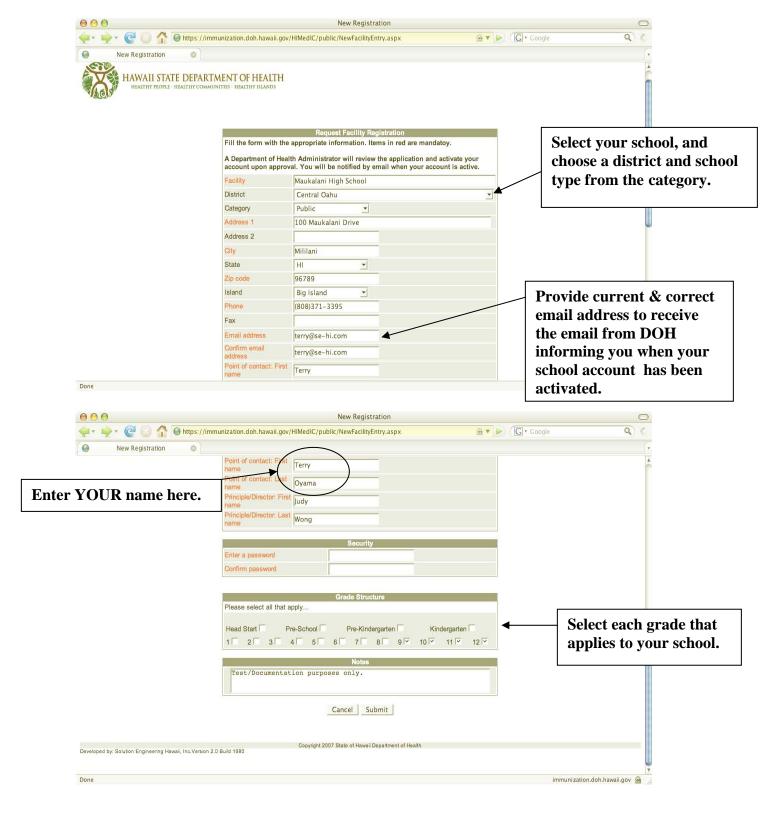


All schools will need to supply information to the DOH, who will in turn activate your access to the *newly revised* School Immunization Assessment Online Application System.

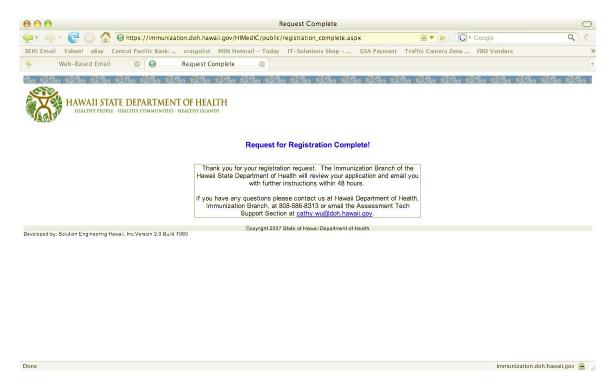
Click the "New? Register Here!" button to start the registration process

(Note: Please Register ONCE ONLY.)

You will be taken to the following page. In many cases, your school's information has been imported for you. New users, please completely fill out all the required information. Please provide a current email address, as the DOH will email you when your account has been activated. Please fill in the "*Password*" box with a password you are comfortable with, as the DOH will activate your account using the email and password you have provided.



Upon successful submission of your request, your screen will look like this:

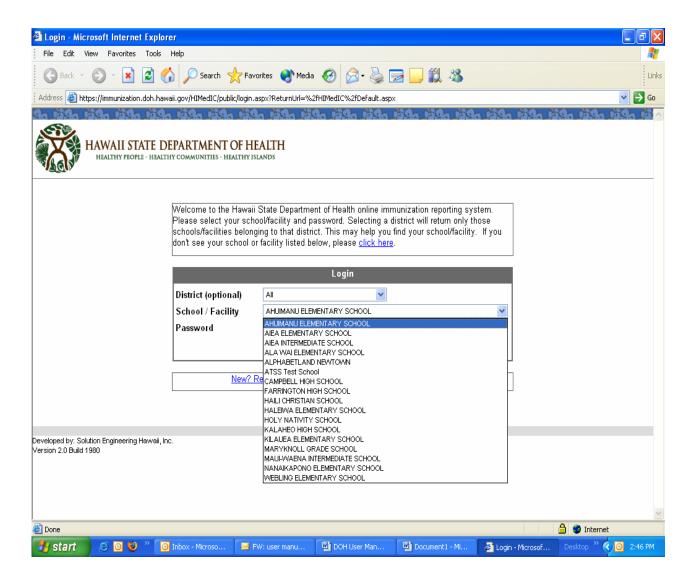


You will receive an email shortly, letting you know that your request has been received. Now you can log in and start to take advantage of the School Immunization Assessment Online Application System.

3. Logging In/Returning Users

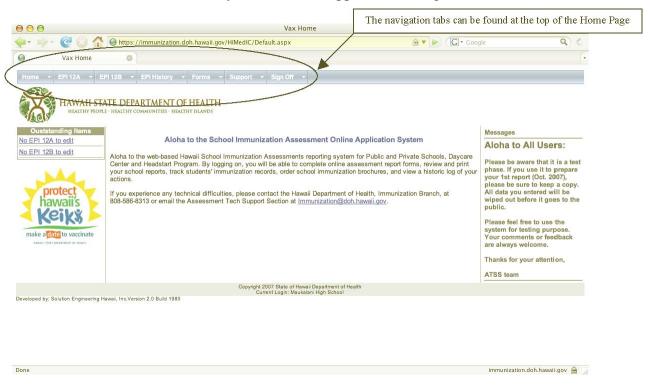
When you're ready to use the School Immunization Assessment Online Application System, go to https://immunization.doh.hawaii.gov/HIMedIC. To help find your school quickly, you can select your district from the "District" (optional) box. Or, you can go directly to the "School/Facility" box, find your school, and then highlight it. Then, enter the password you selected when you first registered, and click on the "Login" button.

Note: Only schools that have registered and have been activated will appear in the drop down list of School/Facility and be able to login.



4. Navigation Tabs (on the Home Page)

When you successfully login, you'll be at the Home Page of the School Immunization Assessment Online Application System. Lets discuss the user tabs found across the top of the page, "Home," "EPI 12A," EPI 12B," "EPI History," "Forms," "Support," and "Sign Off."



The Home Page Tab

Click on the "*Home Page*" tab at any time to return to the home page where you will have full access to all of the navigation tabs. The Home page has been redesigned to help you keep track of any outstanding items with regards to immunization reports to be completed and filed. Simply click on the EPI 12A or EPI 12B status for more information.



The Home page will have current messages to all users that will be helpful for you to review on a regular basis. You can also use the homepage to contact the Assessment Tech Support Section. (Refer to page 19 of this Manual).

The EPI 12A Tab

Please note: The intent of this User Manual is to show you how to navigate through and around the system. If you have specific questions on the information required on the EPI 12A Report, please contact the DOH ATSS team.

Please submit ONLY ONE EPI 12A and/or EPI 12B report for October $10^{\rm th}$, and ONE for January $10^{\rm th}$ respectively.

EPI 12A reports are only required for grades Head Start, pre-school and/or pre-kindergarten. If your school does not have these grades, you do not need to submit an EPI12A report. If you are required to submit an EPI 12A, simply click on the EPI 12A navigation tab from the "*Home*" page.

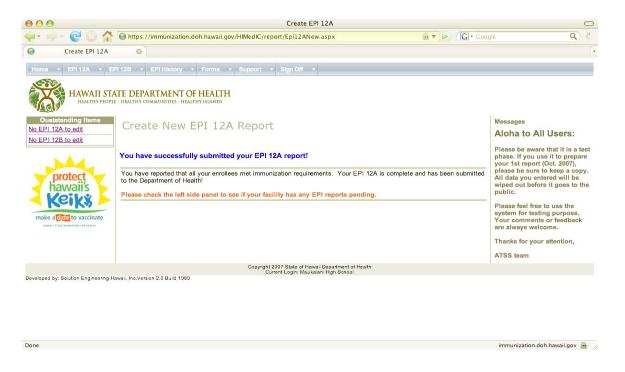


Create New	EPI Report	
Step 1: Re	eport period	
You are creating the [select below] due date. Last report submitted [No reports have been submitted].		
Please enter the reporting period for which you are creating an EPI 12A. (Note: Reports due Oct 10 and Jan 10).	1st Report - Oct 10 💌 2006-2007	
Step 2: Enter student enrollment		
Students < 19 months old		
Stucents >= 19 months old		
Total enrollment		
Step 3: All requirements met?		
Do all the students at your school meet immunization requirements?	C Yes C No	
Step 4: Import previous information		
If you have creating an EPI report for the Jan 10th deadline and you have filed an Oct 10th report, you may want to import your student immunization information into this report. You may edit and delete information as required.	Too, pleass import.	
Step 5: Create report		
Nex	rt ->	

The EPI 12A form has been redesigned to make it easy for the schools to quickly and accurately add EPI12A information in 5 simple steps:

- ✓ Step 1: Use the drop down menu to select if you are submitting your report for the 1st Report (due October 10) or the 2nd Report (due January 10).
- ✓ Step 2: Enter the student enrollment as requested.
- ✓ Step 3: Indicate if all immunization requirements have been met. If you check "No," you will be taken to a worksheet to enter students who have not met the school entry requirements and have been provisionally admitted, and who have exemptions.
- ✓ Step 4: If you are creating your 2nd report, you now have the ability to import the records from the 1st report. Check the box if this is appropriate.
- ✓ Step 5: Click the "Next" button to submit your report.

You will then see this screen below showing "You have successfully submitted your EPI report!" You will also get a confirming email from the DOH ATSS team. You have the ability to view this transaction, which will be discussed later under the "EPI History" navigation tab.



The EPI 12B Tab

Please note: The intent of this User Manual is to show you how to navigate through and around the system. If you have specific questions on the information required on the EPI 12B Report, please contact the DOH ATSS team.

To submit an EPI 12B report, select the "EPI 12B" navigation tab from the Home page. You will be taken to "Create New EPI Report" screen (see below).



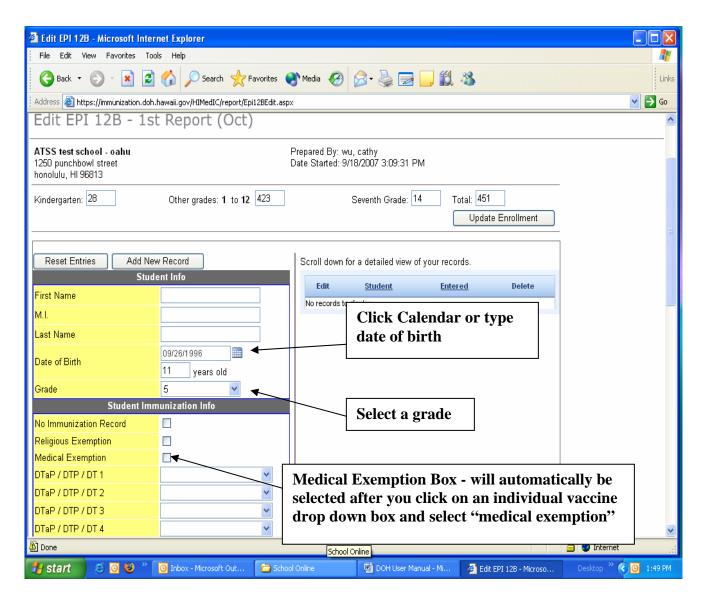
HAWAII STATE DEPARTMENT OF HEALTH

Create New EPI Report		
Step 1: Report period		
You are creating the [select below] due date. Last report submitted [No reports have been submitted].		
Please enter the reporting period for which you are creating an EPI 12B. (Note: Reports due Oct 10 and Jan 10).	1st Report - Oct 10 2006-2007	
Step 2: Enter student enrollment		
Kindergarten	0 No kindergarten	
Other grades: 4 to 12		
Total enrol ment		
7th grade enrollment only View Note	ο	
Step 3: All requirements met?		
Do all the students at your school meet immunization requirements?	CYes CNo	
Step 4: Import previous information		
If you have creating an EPI report for the Jan 10th deadline and you have filed an Oct 10th report, you may want to import your student immurization information into this report. You may edit and delete information as required.	deadline and you have filed an report, you may want to import ent immurization information eport. You may edit and delete	
Step 5: Create report		
Next ->		

- ✓ Step 1: Use the drop down menu to select if you are submitting your 1st Report (due October 10) or 2nd Report (due January 10).
- ✓ Step 2: Enter the student enrollment as requested.
- ✓ Step 3: Indicate if all immunization requirements have been met. If you check "No," you will be taken to a worksheet to enter students who have not met the school entry requirements and have been provisionally admitted, and who have exemptions.
- ✓ Step 4: If you are creating your 2nd Report, you now have the ability to import the records from the 1st Report. Check the box if this is appropriate.
- ✓ Step 5: Click the "Next" button to submit your report.

Entering Student Data (on EPI Report)

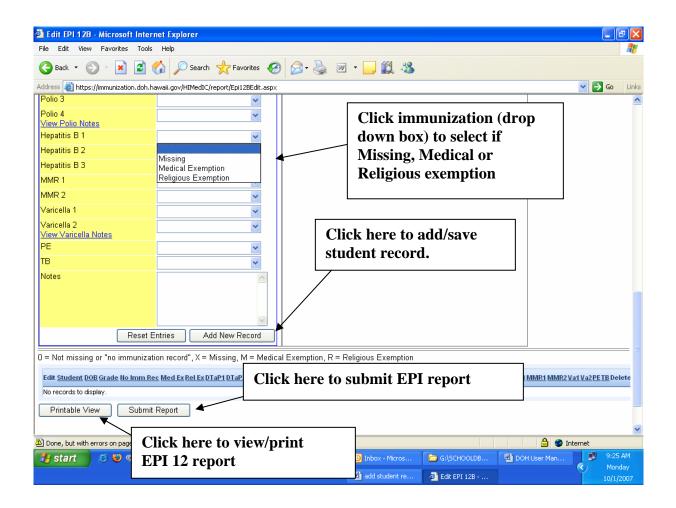
If you select "No" in "Step 3", you will be taken to a data entry worksheet after clicking the "Next" button in "Step 5".



- ✓ Step 1: Update enrollment if needed. Enrollment change can be made directly in boxes.
- ✓ Step 2: Enter student information (e.g. name, date of birth and grade).
- ✓ Step 3: Enter student immunization information using the drop down menu to select missing required immunizations and/or exemptions, etc.
- ✓ Step 4: Save and add a record. You must click "Add New Record" button each time to save the record you have just entered and to add a new record.

 (Note: Each student record saved or added will be listed on right and bottom of screen after you click "Add New Record" button).
- ✓Step 5: Click: "Printable View" button to view or print the report (see below).

 (Note: You may print the report before or after submitting report. The report format has to be in legal size/landscape. Tip: How to setup Click "File" (top tool bar menu), select <Page Set-up>, select <Landscape> (for "Orientation") click on "Paper" tab and select <Legal> (for Paper size) click: "Ok".
- ✓ Step 6: Submit Report: Click "Submit Report" button **only** when you are sure that the data entry is completed. (**Note**: Once a report is submitted it cannot be edited.)



2nd EPI 12 Report (s) – Due on January 10th

- ✓ Step 1: Create 2nd Report following "Steps 1, 2 & 3" as indicated under EPI 12A Tab and EPI 12B Tab sections.
- ✓Step 2: You may import student records that have medical or religious exemptions, and/or the records that are still have missing required immunizations from the 1st Report to the 2nd Report by checking the "Yes" box under the section of "Step 4: Import Previous Information".
- ✓ Step 3: Click "Next" button to take you to the data entry worksheet to add or edit student information or to submit the report if all students meet the requirements.

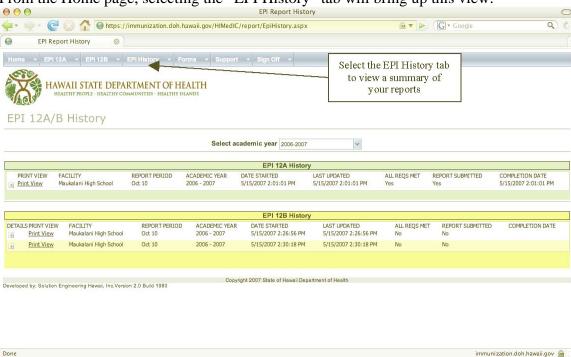
Note: The application will automatically log the user out of the system if you are not using the mouse or entering data for 30-60 minutes.

Note that when you have a report that requires your attention, it will be indicated on the Home page:



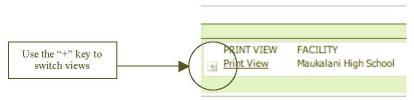
The EPI History Tab

From the Home page, selecting the "EPI History" tab will bring up this view:

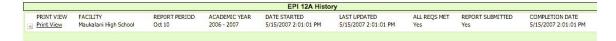


You may review your EPI reporting history first by selecting the appropriate academic year at the top of the page.

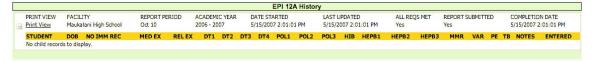
Here is a close up of the right hand side of the EPI History page. Toggling the "+" button will switch you between a summarized and a detailed view of your report.



Summarized:

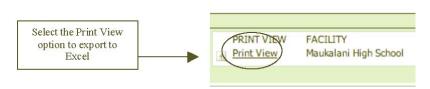


Detailed:

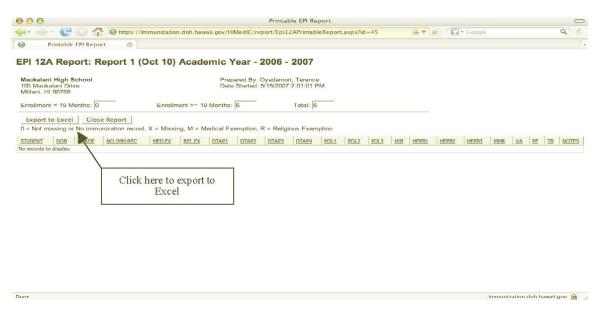


Clicking on the "Print View" will give you the ability to export the information.

Microsoft Excel spreadsheet for your own customization.



To export to Excel, simply click on the button marked "Export to Excel." You will be asked the normal questions regarding where on your computer you would like to save the file, what to name the file after saving it, etc.



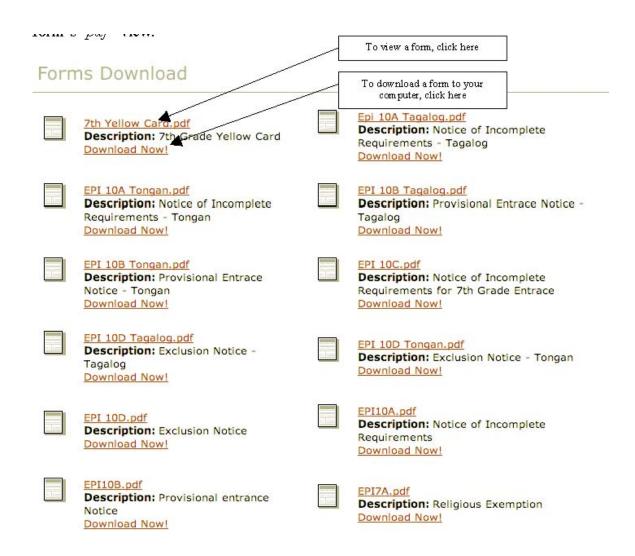
When you are done viewing the report or exporting it to Excel, click on the "Close Report" button to return to the previous view.

The Forms Tab

The forms tab is a convenient, efficient way to keep Immunization Forms available and up-to-date. There are three options from the drop down menu from the "Forms" tab:

- ✓ Download
- ✓ Order
- ✓ Online Order Status

The "Download" option will present the following page of forms. To view the form using Adobe Acrobat or Apple Viewer, simply click on the form's "pdf" view.



If you prefer, you can click on the "*Download Now!*" icon to have it saved to your computer. Selecting the "*Order*" option from the "*Forms*" drop down menu will provide this view below.



To order a form(s) simply indicate if you want your order mailed to you or if you will pick them up from the DOH office. Then, enter the desired quantity in the "quantity" fields, then click "Order Now." You will get immediate confirmation, demonstrated in the screen view below.



Selecting the "Online Order Status" tab from the "Forms" drop down menu will give you a summarized view of the status of all your form requests.

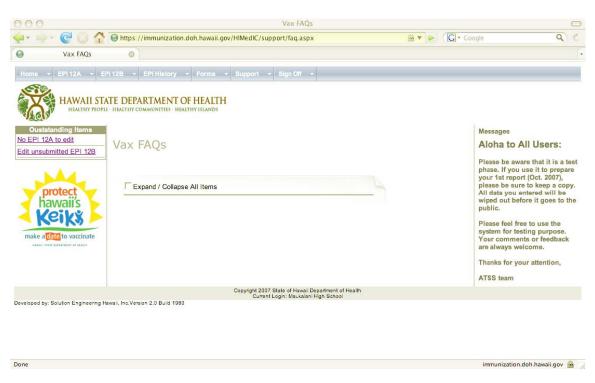


The Support Tab

There are four useful selections when using the drop down menu from the "Support" tab.

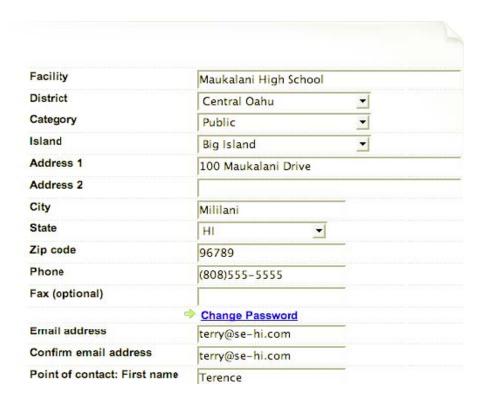
- ✓ FAQ
- ✓ Profile
- ✓ Submit Support Ticket
- ✓ My Support Ticket History

Selecting the "FAQ" or Frequently Asked Questions tab from the "Support" drop down menu will present a listing of the most commonly asked questions received by the DOH/ATSS Team.

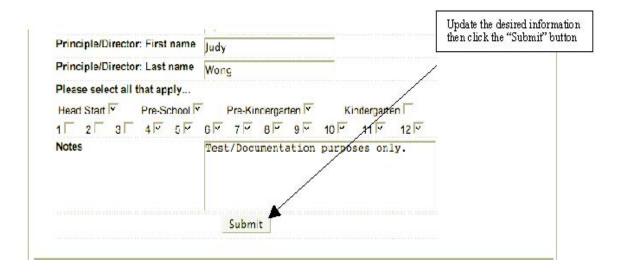


Selecting the "Profile" tab from the "Support" pull down menu will bring up a screen with your current user profile.

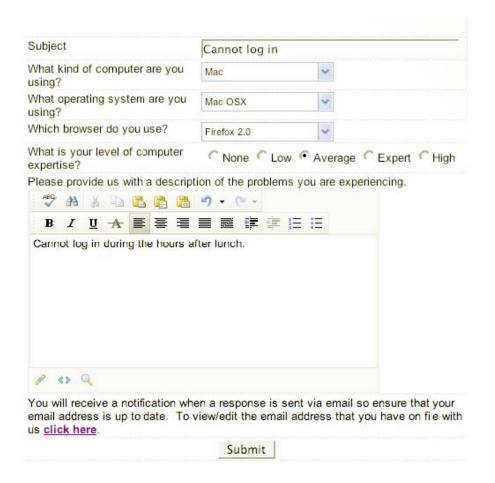
Update Profile



You can update your profile information by changing the values as appropriate, then selecting the "Submit" button at the bottom of the screen.

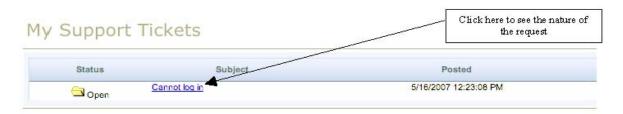


Selecting the "Submit Support Ticket" option from the "Support" drop down menu will allow you to communicate problems, or provide feedback to the DOH/ATSS team. To help you communicate your problems quickly and accurately, drop down menus have been provided and populated with the most common choices. There is a free-text box for you to provide any other information you might feel useful to the ATSS team.



When you are done filling out the fields on the screen, simply click the "Submit" button.

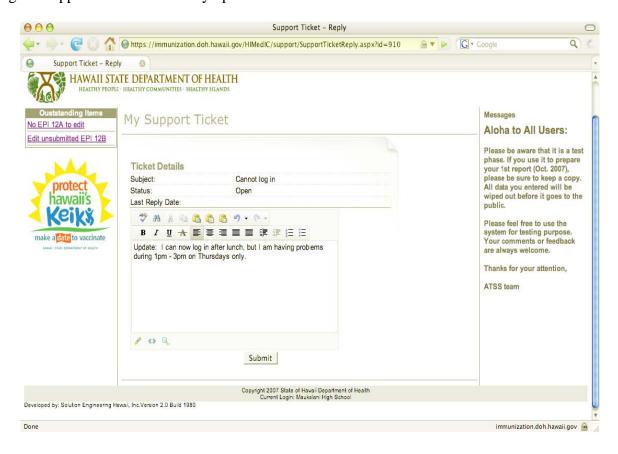
Selecting the "My Support Tickets" from the "Support" drop down menu will give you a quick summary of your Support Ticket history. Any open, unresolved support tickets will be indicated under the "Status" column. If you would like to review your original support request, click on the support description under the "Subject" column.



The system will then show you a summary of your ticket. Of particular importance is the ability to reply to the DOH/ATSS team with updates or corrections to your original request, if the need ever arises. You can provide further information to the ATSS team simply by clicking the "Reply" button.



Clicking the "Reply" screen will give you an entry screen similar to the one you used to create the original support ticket. Fill in any updated information then click the "Submit" button.



The Sign Off Tab

The "Sign Off" tab will immediately log you out of the School Immunization Assessment Online Application System. You may sign back in using the "Sign In" feature found at the bottom of the page.

